

APPENDIX 1

Training and Development Programme for Councillors 2015/2016		
Dates	Subject	Facilitator
11 May 2015 2.00pm Ctte Room 1	Induction (1) for Newly Elected Councillors	Corporate Board Director of Law and Democratic Services The Mayor and Lead Members
14 May 2015 5.00pm Ctte Room 2	Induction (2) for Newly Elected Councillors	Stuart McKellar, Board Director, Resources Communications Officers Karen McMahon, Head of Customer and Business Services Patrick Weir, Head of Localities, Community Involvement and Volunteering Stephen Taylor, Director of Law and Democratic Services
27 May 2015 6.00pm Ctte Room 2	Induction for New Members of the Planning Committee and any councillor with an interest in planning process	Richard Bell, Planning Officer Kehinde Awojobi, Legal Department
Prior to 1st meeting of each Committee	Overview and Scrutiny induction	Scrutiny Officer / Chair
8 June 2015 6.00pm Ctte Room 6	Chairing Skills	Stephen Taylor, Director of Law and Democratic Services
9 July 2015 4.00pm Ctte Room 5	Media Training	Gail Downey, Whirlwind Productions

9 September 2015 5.15pm Ctte Room 1	Induction for New Members of the Licensing Committee	Kathryn Ashton, Licensing Officer
1 October 2015 6.00pm Ctte Room 1	Equality and Diversity	Nick Stephenson, Change Lead, Equality and Diversity
8 October 2015 6.00pm Ctte Room 2	Safeguarding Adults	Doug Bale
11 November 2015 6.00pm Ctte Room 3	New Members Induction – six month review	Stephen Taylor, Director of Law and Democratic Services
19 January 2016 6.00pm Ctte Room 2	Understanding the Capital Budget	Paul Smith, Head of Technical Finance
26 January 2016 9.45am Council Chamber	Project Griffin – awareness training for Members and Managers on Counter Terrorism Issues	Sam Weller, Civil Protection Unit
4 February 2016 6.00pm Ctte Room 6	Chairing Skills	Stephen Taylor, Director of Law and Democratic Services
8 February 2016 6.00pm Ctte Room 6	Key things you need to know about our services relating to child protection and children looked after in your role as a Councillor	Karen Reeve
1 March 2016 6.00pm Council Chamber	Future role of the Dorset and Wiltshire Fire and Rescue Service	Darran Gunter, Chief Fire Officer (Designate)

TBC	Swindon Building Control	Liz Burton, Technical Support and Improvement Officer
TBC	Education Transport Appeals Sub-Committee	Rebecca Mathis / Ann Crowley
Ad-hoc – organised at request of member	Customer Services and the Members Hotline process	Lisa Pittard, Operations Manager

External providers

Information on training and events provided by external organisations such as the LGA and LGiU are circulated on a weekly basis in the Member's Bulletin. Members are then invited to apply, and attendance approved through a Cabinet Member Briefing Note.

Dates for member training

Potential dates earmarked for future member training (all 6pm start time):

2016
3 March
21 April

Potential subjects for member training – delivered by officers

- Public Health and the mandated public health responsibilities that the council now has.
- Maximising the benefits of Swindon Borough Council's property portfolio.
- The role of Swindon Borough Council in the economic development of the Borough.
- Improving skills and increasing employment.
- Child Protection Level 1 – on line.
- CSE - on line (has been sent to all councillors for completion)

- Understanding how to make a referral to children's social care - direct training. 2 hours anytime in year.
- General awareness-raising of Adult Services.
- An introduction to housing services.

Learning Zone Modules

- Data Protection.
- Freedom of Information and Information Security.
- Officer training sessions also suitable for members.